DEV (1946) Department.

MS SERIES.

G.O. No 1967

Dated 17 5.46

[Despatch Abstract.]

Estt - Sanctioning ad Trade Headquarters

C.F 32 (a).

29375 D/66

Industries and Commerce Department

From (Name) Sri Rao Bahadur N.M. Adyanthaya, B.Sc., (Edin.)

Designation Director of Industries and Commerce,

Station Madras.

Received Registered

To

The Government,
Development Department,
Madras.

Enclosures:

One

No. 1375-C1/46 dated 4th May 1946.

Sir,

P3 of (U)

cCo

Sub, Establishment - Government Trade School, Mangalore Additional lower division clerk - continuance for further period - Sanction Requested.

Ref. G.O.No.Ms.1816, Development dated 11-5-45.

In the G.O. cited Government sanctioned the employment of an additional lower division clerk on Rs.30-55 in the Government Trade School, Mangalore for a period of one year from the date of appointment. The incumbent appointed to the post joined duty on 1st June 1945 and hence the sanction accorded expired on 31st May 1946. The Superintendent, Government Trade School, Mangalore reports that the work in the School Office is on the increase due to heavy orders received for execution and that it will not be possible for the single permanent clerk of the School to cope with the increase in the volume of correspondence without the help of the

additional clerk. A Statement showing the details of work in the Office of the School and statistics of orders etc. received is appended

P 3 Declaration

In the circumstances I request that Government may be pleased to sanction the continuance of the post of the lower division clerk in the Government Trade School, Mangalore for a further period of one year or until the reorganisation scheme of the School submitted to Government is given effect to whichever is earlier.

M

for Director of Industr
and Commerce.

Cks/-3.

6/5

Maintenance of accounts (cash book, contingency register, permanent advance book, A Form register of expenditure, stock books, other subsidiary registers, leave accounts of staff and workmen, etc.)

Maintenance of School registers (Admission register, withdrawal register, marks register etc.)

Preparation of bills (pay bills, contingent bills, chalans, bills to parties for supplies made, adjustment bills for supplies received etc.)

Correspondence with firms for supply of stores, with parties in respect of orders and enquiries, with the Department on matter of administration etc., with the Managers of Workshops in respect of apprentices etc.

Preparation of attendance cards of apprentices.

Monthly returns, Indents, etc. for stores.

Maintenance of registers required under Factories Act.

No. of currents received during 1945	5259
No. of jobs received during 1945-46	507
No. of job executed during 1945-46	452
Expenditure during 1945-46	.. Rs.40,090/-
Receipts -do- -do-	28,311/-

Pl. circumstances
To I.P.S

28486 E2

5

C.F. 16.

Dev. Dept

ASST. SECRETARY TO GOVERNMENT
1 MAY 1946
When received for fair copying.

DRAFT FOR APPROVAL.

	Date.	Initials.
When copied ..		
When examined..		
When signed ..		
When despatched.		

SUBJECT :— Establishments & Industries - Govt. Trade School, Mangalore — Additional lower division clerk — Continuance — Sanctioned.

READ AGAIN G.O No 1866 Ms Dev dated 11-5- 1945 - p.3 cg (c)

" " - " 19

READ *ALSO* :—

No. 29375-D7/46. From the D I & C, No. 1375-C/H6 dated 4-5-1946 H 1-3 cg

" " " " " 19

" " " " " 19

Order / Resolution Ms. No. 1969, dated 17/5/46 19

Sanction is accorded to the continuance, for a further period of one year from 1.6.46, or until the Reorganisation Scheme of the School is given effect to, whichever is earlier, of a lower division clerk in the Govt Trade School, Mangalore, created in the G.O. 13 cg (w) read above.

Instead of a retrenched Polytechnic vacancy

DNO 12546

To the D I & C. ✓ 21/5/15

A.G. Fin Dev. Dept

Copy to SF TW

GN.

13/9/46 13/5/46

Dev Dept